

# **PEDS Data Entry Training Achievement Milestones Setup and Categorization**

Statewide Data Collection  
and Evaluation of First 5  
California Funded  
Programs



# Goals of training

- To define “achievement milestones” and “achievement milestone categories.”
- To learn how to set up achievement milestones and achievement milestone categories in PEDS.
- To learn how to edit, inactivate, and delete achievement milestones and achievement milestone categories from PEDS.

# Achievement Milestones

## Definition

A feature used to track progress toward the attainment of locally-specified performance measures.

Users can monitor completion of tasks in a contracted scope of work, such as for:

- Managing contracts (e.g., “Hold XX trainings for foster parents”).
- Measuring performance not captured by the statewide evaluation (e.g., “Serve XX grandparents”).
- Monitoring local outcomes (e.g., “Increase percent of families with Parental Stress Index in normal range at follow-up”).

**Achievement milestones are for local use. They are not required elements of the statewide evaluation.**

# Achievement Milestone Categories

## Definition

An **optional** feature that allows achievement milestones to be sorted and filtered by a specified category.

- Categories can help to organize milestones in meaningful ways to make reporting and updating easier.
- Examples of achievement milestone categories:
  - Program Administration
  - Systems Development
  - Contract Obligations
  - Local Evaluation Goals

# How do I set up achievement milestone categories into PEDS?

**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu

Proposition 10

Data Entry Reports Data Collection Narratives

Funded Program Entry

Initiative:

Organization:

Funded Programs

Initiatives Organizations Achievement Categories

SNP Referral Agency

Please select a Reporting Period: 2004-2005 Fiscal Year

Priority Outcomes and Indicators Mini-Grants

User: sanders.mary (0 login attempts since 4/28/2005 2:59:03 PM)  
User Type: County Commission User  
County: First 5 Mayberry Children and Families Commission

Done Trusted sites

Click Achievement Categories button.

# Achievement Milestones Categories Setup

**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Help

## Achievement Categories

Achievement Categories

Order By: Sort Order Description

Sort Order	Description	Active	
1	Direct Services	<input checked="" type="checkbox"/>	Delete
2	Program Administration	<input checked="" type="checkbox"/>	Delete
		<input checked="" type="checkbox"/>	

Enter category Sort Order.

Enter category Description.

SAVE

Done Trusted sites

# Achievement Milestones Categories Setup

The screenshot shows the 'FIRST 5 CALIFORNIA' Achievement Categories setup page. The page has a blue header with 'Main Menu' and 'Help' links. Below the header, the title 'Achievement Categories' is displayed. The main content area contains a table with columns for 'Sort Order', 'Description', and 'Active'. The table lists two categories: 'Direct Services' and 'Program Administration'. To the right of the table are 'Delete' buttons for each row. Above the table, there are radio buttons for 'Order By: Sort Order' and 'Description'. A 'SAVE' button is located at the bottom right of the table area. Three callout boxes provide instructions: one pointing to the 'Sort Order' radio button, one pointing to the 'Description' radio button, and one pointing to the 'SAVE' button. A pink circle with the word 'OR' is placed between the first two callouts.

**Click **Sort Order** to organize categories by specified sort order.**

**OR**

**Click **Description** to organize categories by alphabetical order.**

**Click **Save**.**

Sort Order	Description	Active
1	Direct Services	<input checked="" type="checkbox"/>
2	Program Administration	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>

# How do I inactivate achievement milestone categories in PEDS?

**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Help

### Achievement Categories

Achievement Categories

Order By: Sort Order Description

Sort Order	Description	Active	
1	Direct Services	<input checked="" type="checkbox"/>	Delete
2	Program Administration	<input checked="" type="checkbox"/>	Delete
		<input type="checkbox"/>	

Uncheck box to make category inactive.

Click **Save**.

Done Trusted sites



# How do I delete achievement milestone categories from PEDS?

The screenshot shows the 'FIRST 5 CALIFORNIA' web application interface. At the top, there is a blue header with the logo, 'Main Menu', and 'Help'. Below this is a section titled 'Achievement Categories'. The main content area displays a table with columns for 'Sort Order', 'Description', and 'Active'. The table contains two rows: 'Direct Services' and 'Program Administration', both with 'Active' checkboxes checked. To the right of each row is a 'Delete' button. A light blue speech bubble points to the 'Delete' button for 'Direct Services' with the text 'Click Delete.'.

Overlaid on the table is a 'Microsoft Internet Explorer' dialog box with a question mark icon. The text inside the dialog box reads: 'Are you sure you want to delete this record?'. At the bottom of the dialog are 'OK' and 'Cancel' buttons. A light blue speech bubble points to the 'OK' button with the text 'Click OK to delete.'.

At the bottom right of the main application window is a 'SAVE' button. The browser's status bar at the very bottom shows 'Done' and 'Trusted sites'.

# How do I set up achievement milestones in PEDS?

**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu

[Data Entry](#) [Reports](#) [Data Collection](#) [Narratives](#)

**Funded Program Entry**

Initiative:

Organization:

**Funded Programs**

**Initiatives** **Organizations** **Achievement Categories**

**SNP Referral Agency**

Please select a Reporting Period:

**Priority Outcomes and Indicators** **Mini-Grants**

User: sanders.mary (0 login attempts since 4/28/2005 2:59:03 PM)  
User Type: County Commission User  
County: First 5 Mayberry Children and Families Commission

Done Trusted sites

Click Funded Programs button.

# Achievement Milestones Setup

**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Funded Programs Help

**Funded Programs**

Initiative: [Dropdown] Organization: [Dropdown]

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Active Inactive

Funded Program Name	Organization	Initiative
Mayberry Resource Center	Early Education for Children	Family Resource & Learning Centers (FRLCs)

**Program Information** | Address and Org Type | Contact Information

Initiative: Family Resource & Learning Centers (FRLCs)  
Organization: Early Education for Children  
Name: Mayberry Resource Center  
Subcontractor: ☐ Of: [Text]  
Inactive: ☐ Inactive Date: [Text]  
Allow Funded Program to Edit Subactivities: ☐

Delete Edit Refresh

Activity Locations Achievement Milestones... Focused Activities

Reporting Period: [Dropdown]  
Reporting Period: 2005-2006 Fiscal Year

Activities (Aggregat... Nonduplicated Counts Funds Spent by Strat...

Done Trusted sites

Select a funded program from the browser.

Click Achievement Milestones button.

# Achievement Milestones Setup

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Funded Programs

## Achievement Milestones

Category:  Go

In Progress ☒ Completed ☐ Discontinued ☐ Active/Inactive: Active

Date Started	Description	Status	Status Date	
07/01/2004	150 parents will attend a Child Safety Fair	In Progress: 50 Parents attending Child Safety Fair	08/15/2004	Active

**Achievement Milestone Information:**

Description:

Type:  Unit/Percentage Description:

Category:  Inactive: ☐ Inactive Date:

Date/Quantity:

Date Started (mm/dd/yyyy):  Starting Quantity:

Targeted Quantity:

Add Refresh

Trusted sites

Enter the achievement milestone Description.

Descriptions can be used to **sort** milestones in reports, so you may want to number them or use key words.

# Achievement Milestones Setup

**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Funded Programs Help

## Achievement Milestones

Category: [dropdown] Go

In Progress ☒ Completed ☐ Discontinued ☐ Active ☐

Date Started	Description	Status
07/01/2004	150 parents will attend a Child Safety Fair	In Progress: 50 Parents attending Child Safety Fair

**Achievement Milestone Information:**

Description: 180 families will have successfully connected to community resources

Type: [dropdown]

Category: [dropdown]

Date/Quantity: [dropdown]

Date Targeted (mm/dd/yyyy): [text]

Unit/Percentage: [text]

Done

Select the achievement milestone **Type** from the dropdown menu.

Milestones are based on three measurement units:

1. Achieved/Not Achieved
2. Units
3. Percentages

# Achievement Milestones Setup

**FIRST 5 CALIFORNIA** Main Menu Funded Programs Help  
Statewide Data Collection and Evaluation *Achievement Milestones* Mayberry Resource Center

**Achievement Milestones**

Category:  Go

In Progress ☒ Completed ☐ Discontinued ☐ Active/Inactive:

Date Started	Description	Status	Status Date	Active	Category
07/01/2004	150 parents will attend a Child Safety Fair	In Progress: 50 Parents attending Child Safety Fair	08/15/2004	Active	

**Achievement Milestone Information:**

Description:

Type:  Unit/Percentage Description:

Category:  Inactive: ☐ Inactive Date:

Date/Quantity:

Date Started (mm/dd/yyyy):  Starting Quantity:

Date:  Targeted Quantity:

Done Trusted sites

If "Units" or "Percentages" were selected as **Type**, enter **Unit** or **Percentage Description**.



# Achievement Milestones Setup

The screenshot shows a web browser window titled "PEDS - Mayberry Resource Center - Microsoft Internet Explorer provided by C5&O". The page header includes the "FIRST5 CALIFORNIA" logo and navigation links for "Main Menu" and "Funded Programs". The main heading is "Achievement Milestones".

Below the heading, there is a form with several fields and a dropdown menu. A light blue callout bubble points to the "Category" dropdown menu, which is currently open, showing options: "Direct Services", "Program Administration", and "Referrals". The text inside the bubble reads: "If applicable, select an existing achievement milestone **Category** from the dropdown menu."

Another light blue callout bubble points to the "Category" field, stating: "A category is an optional feature that allows achievement milestones to be sorted and filtered by the specific category."

A third light blue callout bubble points to the bottom of the page, indicating: "Scroll down to see the rest of the screen."

The form fields include:

- Description:** 180 families who have successfully connected to community resources
- Type:** Units
- Unit/Percentage Description:** Families
- Category:** (dropdown menu)
- Inactive:** ☐ **Inactive Date:** (text field)
- Date/Quantity:** (text field)

At the bottom of the form, there is a "fresh" button. The browser's status bar at the bottom shows "Done" and "Trusted sites".

# Achievement Milestones Setup

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Funded Programs Help

**Achievement Milestones**

Mayberry Resource Center

Category: [Dropdown] Go

In Progress ☒ Completed ☐ Discontinued ☐ Active/Inactive: Active

Date Started	Description	Status	Stat
	Attend a Child	In Progress: 50	08/
	Parents attending		
	Child Safety Fair		

Category: [Dropdown] Inactive: ☐ Inactive Date: [Text]

Unit/Percentage Description: Families

Date/Quantity:

Date Started (mm/dd/yyyy): 07/01/2005 Starting Quantity: 0

Date Targeted (mm/dd/yyyy): 12/31/2006 Targeted Quantity: 180

Date Achieved (mm/dd/yyyy): [Text] Achieved Quantity: [Text]

Add Refresh

Done

1. Enter the  
**Date Started** and the  
**Date Targeted** for  
completion.

2. Enter the  
**Starting Quantity** and  
**Targeted Quantity**  
(if applicable).

3. Click **Add**.



# How do I edit achievement milestones in PEDS?

Use the dropdown and/or check box filters and click **Go** to locate achievement milestones.

**FIRST5 CALIFORNIA** Main Menu Funded Programs  
Statewide Data Collection and Evaluation *Achievement Milestones*

**Achievement Milestones**

Category: [dropdown] **Go**

In Progress ☒ Completed ☐ Discontinued ☐ Active/Inactive: [Active]

Date Started	Description	Status	Status Date	Active	Category
07/01/2004	150 parents will attend a Child Safety Fair	In Progress: 50 Parents attending Child Safety Fair	08/15/2004	Active	
07/01/2005	180 families will have successfully connected to community resources	No Achieved Status	07/01/2005	Active	

Unit/Percentage Description: Families

Inactive: ☐ Inactive Date: [dropdown]

Starting Quantity [input]  
Targeted Quantity [input]

Delete Edit

Achievement Status

Done Trusted sites

Available filters:

- Category
- Active/Inactive
- In Progress
- Completed
- Discontinued

The browser defaults to **In Progress** status.

# How do I edit achievement milestones in PEDS?

**FIRST 5 CALIFORNIA** Main Menu Funded Programs Help  
Statewide Data Collection and Evaluation *Achievement Milestones*

**Achievement Milestones**

Category:  Go

In Progress ☒ Completed ☐ Discontinued ☐ Active/Inactive:  Active

Date Started	Description	Status	Status Date	Category
07/01/2004	150 parents will attend a Child Safety Fair	In Progress: 50 Parents attending Child Safety Fair	08/15/2004	Active
07/01/2005	180 families will have successfully connected to community resources	No Achieved Status	07/01/2005	Active

**Achievement Milestone Information:**

Description: 180 families will have successfully connected to community resources

Type:  Units Unit/Percentage Description:  Families

Category:  Inactive: ☐ Inactive Date:

**Date/Quantity:**

Date Started (mm/dd/yyyy):  07/01/2005 Starting Quantity:  0

Date Targeted (mm/dd/yyyy):  Targeted Quantity:

Delete Edit Refresh

Make any necessary changes, and click **Edit** to save changes.

# How do I inactivate achievement milestones in PEDS?

**FIRST 5 CALIFORNIA** Main Menu Funded Programs  
Statewide Data Collection and Evaluation *Achievement Milestones*

**Achievement Milestones**

Category:  Go

In Progress ☒ Completed ☐ Discontinued ☐ Active/Inactive:  Active

Date Started	Description	Status	Status Date	Active	Category
07/01/2004	150 parents will attend a Child Safety Fair	In Progress: 50 Parents attending Child Safety Fair	08/15/2004	Active	
07/01/2005	180 families will have successfully connected to community resources	No Achieved Status	07/01/2005	Active	

Click the **Inactivate** check box and enter the **Inactive Date**.

Category:  Inactive: ☒ Inactive Date: 12/31/2004

Description: Parents attending Child Safety

Date/Quantity:

Date Started (mm/dd/yyyy): 07/01/2004 Starting Quantity: 0

Date Targeted (mm/dd/yyyy): 12/31/2004 Targeted Quantity: 150

Delete Edit Refresh

Click **Edit** to inactivate.

Done Trusted sites

# How do I delete achievement milestones from PEDS?

The screenshot shows the 'FIRST5 CALIFORNIA' Achievement Milestones web application. At the top, there's a navigation bar with 'Main Menu' and 'Funded Programs'. Below it, the page title is 'Achievement Milestones'. A search bar includes a 'Category' dropdown and a 'Go' button. Filter options for 'In Progress' (checked), 'Completed', 'Discontinued', and 'Active/Inactive' (set to 'Active') are visible. A table lists milestones with columns for 'Date Started', 'Description', 'Status', 'Status Date', 'Active', and 'Category'. Two records are shown: one from 07/01/2004 about a Child Safety Fair, and another from 07/01/2005 about families connecting to community resources. A 'Microsoft Internet Explorer' dialog box is open over the second record, asking 'Are you sure you want to delete this record?' with 'OK' and 'Cancel' buttons. Below the table is the 'Achievement Milestone Information' section with various input fields like 'Unit/Percentage Description', 'Inactive' checkbox, 'Inactive Date', 'Starting Quantity', and 'Targeted Quantity'. At the bottom are 'Delete', 'Edit', and 'Refresh' buttons. A 'Trusted sites' icon is in the bottom right corner.

1. Select the record you wish to delete from the browser.

2. Click **Delete**.

3. Click **OK** to delete.

An achievement milestone cannot be deleted if any updates have been made in the Achievement Status section.

# Achievement Milestones

## Applicable Reports


**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

**Main Menu**


**Proposition 10**  
Evaluation Data System

[Data Entry](#) [Reports](#) [Data Collection](#) [Narratives](#) [User Type Selection](#)

Direct Services Data Export (Individual)	Mini-Grants
<b>Participant Data</b>	<b>Outcome Data (Core)</b>
<a href="#">Direct Service Contacts by Demographics</a>	<a href="#">Intake Report</a>
<a href="#">Nonduplicated Participant Counts</a>	<a href="#">Intake / Follow-up Report</a>
<a href="#">Counts of Participants (Some Duplication)</a>	<a href="#">Pivot Table Report</a>
<a href="#">Nonduplicated Participant Count by Service</a>	<a href="#">Intake / Follow-up Completed</a>
<a href="#">Participant Detail Data Export (Individual)</a>	
<b>Progress and Fiscal Reports</b>	<b>Service Quality Reports</b>
<a href="#">Funds Spent by Strategy</a>	<a href="#">Intensity of Services</a>
<a href="#">Achievement Milestones</a>	<a href="#">Duration of Services</a>
<a href="#">Funded Program Detail Report</a>	<a href="#">Comprehensiveness of Services</a>



**User:** sanders.mary (0 login attempts since 10/26/2005 1:39:03 PM)  
**User Type:** County Commission User  
**County:** First 5 Mayberry Children and Families Commission



Done Trusted sites

# Achievement Milestone Categories

## Summary of data entry

### To Add categories

- Enter sort order.
- Enter description.
- Click **Add**.

### To Inactivate categories

- Uncheck active box.
- Click **Save**.

### To Change Sort Order

- Click sort order or description.
- Click **Save**.

### To Edit categories

- Select entry to be edited.
- Enter necessary changes.
- Click **Save**.

### To Delete categories

- Select entry to be deleted.
- Click **Delete**.
- Click **OK** to confirm deletion.

# Achievement Milestones

## Summary of data entry

### To Add milestones

- Enter description.
- Enter type.
- Enter unit/percentage description (if applicable).
- Enter category (optional).
- Enter start and target dates.
- Enter start and target quantity (unit and percentage measurements only).
- Click **Add**.

### To Edit milestones

- Select entry to be edited.
- Enter the necessary changes.
- Click **Edit**.

### To Inactivate milestones

- Select entry to be inactivated.
- Click the inactivate check box.
- Enter the inactivate date.
- Click **Edit**.

### To Delete milestones

- Select entry to be deleted.
- Click **Delete**.
- Click **OK** to confirm deletion.